

FISCAL YEAR 2007

REQUEST FOR GRANT APPLICATIONS

**FROM AND PUBLIC AND PRIVATE SCHOOLS AND UNIVERSITIES IN THE
DISTRICT OF COLUMBIA
TO CONDUCT TECHNICAL ASSISTANCE (TA) STUDIES
UNDER THE
INSTITUTIONAL ENERGY EFFICIENCY PROGRAM**

**District Department of the Environment
Government of the District of Columbia
2000 14th Street NW, Suite 300 East
Washington, DC 20009
(202) 673-6750
August 25, 2006**

DISTRICT DEPARTMENT OF THE ENVIRONMENT

FISCAL YEAR 2007

**REQUEST FOR GRANT APPLICATIONS FROM PUBLIC AND PRIVATE SCHOOLS
AND UNIVERSITIES IN THE DISTRICT OF COLUMBIA
TO CONDUCT TECHNICAL ASSISTANCE (TA) STUDIES**

The District Department of the Environment (DDOE) Institutional Energy Efficiency Program (IEEP) is requesting grant applications from District of Columbia public and private schools and universities to perform Technical Assistance (TA) studies in the form of a Comprehensive Energy Study in their facilities.

This is a two-year pilot program. . In FY 2006 TA grants were awarded six universities to fund detailed Comprehensive Energy Studies. In fiscal year 2007 there is \$168,000 available for TA studies. Based on the availability of funds, grants will be awarded to fund the purchase and installation of ECMs identified in the TA report during FY 2006.

The IEEP will be funded and governed by DC Public Service Commission (PSC) Order No. 13475 governing the Reliable Energy Trust Funds (RETF) dated May 20, 2005 and any subsequent PSC orders. This is a 50/50 matching grant program, with the cost of the TA study being shared by DDOE and the participating institution.

The Request for Grant Applications (RFGA) will be available beginning Friday, March 24, 2006. The RFGA will available for pick-up (one per applicant) weekdays from 9:00 a.m. to 4:00 p.m. at the DCEO, 2000 14th Street NW, Suite 300 East.

Applications will be accepted on a continuous basis until Monday, April 30, 2007.

District Department of the Environment
(202) 673-6750
Government of the District of Columbia
Anthony A. Williams, Mayor

REQUEST FOR GRANT APPLICATIONS

Announcement Title: Request for Grant Applications from District of Columbia public and private schools and universities to perform Technical Assistance (TA) studies and installation of Energy Conservation Measures (ECM) at their facilities

Place of Performance: School buildings in the District of Columbia approved by the District Department of the Environment

Performance Period: Rolling Applications, until April 30 2007

Contact: Andrea Blake Fough
(202) 359-4816

Verbal explanations, interpretations or instructions given by a member of The District Department of the Environment (DDOE) staff before the award of grants will not be binding. Any information given to any prospective applicant concerning this application request will be furnished to all prospective applicants as an amendment to the application if such information is deemed necessary or the lack of such information would be prejudicial to uniformed applicants under the Institutional Energy Efficiency Program (IEEP) funded under the Reliable Energy Trust Fund (RETF).

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PROGRAM DESCRIPTION

I: INTRODUCTION

The District Department of the Environment (DDOE), Office of Energy, is responsible for a wide range of energy programs within the District. The mission of the DDOE, Office of Energy is to “*make DC more Energy Efficient*”. In keeping with this mission, the DDOE announces the availability of the Institutional Energy Efficiency Program (IEEP) Technical Assistance (TA) grants for eligible public and private schools and universities to assist with identifying and installing energy conservation measures (ECM) in their facilities. The Conservation Services Division (CSD) of the DDOE Office of Energy is administering this program. Funding for the IEEP is provided and governed by DC Public Service Commission (PSC) Order No. 13475 governing the Reliable Energy Trust Funds (RETF) dated May 20, 2005.

In FY 2007 grants will be awarded to qualifying applicants to perform detailed technical assistance analysis (TAs) to identify cost effective energy retrofits and energy management programs. Based on the availability of funds, the program will be expanded later in FY 2007 to provide ECM grants to assist with the implementation of the energy conservation measures (ECMs) identified in the technical assistance report.

In fiscal year 2007, the DDOE has \$168,000 available for TA studies. The awards given for TAs will not exceed \$24,000 per applicant.

Institutional Energy Efficiency Program

IEEP grants provide for Technical Assistance studies and installation of Energy Conservation Measures, recommended as a result of the TA studies, to schools and universities in the District of Columbia.

The DDOE Office of Energy strategies emphasize the identification of potential savings and the providing of financial incentives to install energy conservation measures. One such strategy is the IEEP, which provide grants to DC Schools to conduct TA studies and for the purchase and installation of ECM in eligible schools.

RETF funding in FY 2007 will not exceed \$24,000 per applicant for TA studies. Only electric-energy saving measures will be paid out of RETF funds but the energy audit and TA study may identify all energy saving measures. Any cost for the purchase and installation of non-electric energy saving measures would be borne by the participating school.

It is the intent of the DDOE to foster programs that present practical, cost-effective measures that can be undertaken to further the goals of conserving energy and using energy more efficiently. To this end, the DDOE has and will continue to play an expanded role in making the District of Columbia more energy efficient.

II: SCOPE OF WORK

Services Provided under IEEP

Energy Analysis (EA) and Type Work to be Performed

An energy auditor conducts an energy analysis of the building, examining its heating, ventilation, and cooling (HVAC) system, its physical characteristics, the amount of energy the facility is consuming, and the potential for improved operating and maintenance (O&M) procedures. The data obtained from the energy analysis is used to rank buildings for funding in the Technical Assistance phase. **No grant funds are available for EAs.**

Technical Assistance Studies and Type of Work to be Performed

In this phase, a professional engineer or engineer/architect team conducts a comprehensive study of the building's HVAC systems and physical plant management including energy consumption patterns, building envelope, lighting, and domestic hot water systems and additional O&M procedures to determine the energy conservation and energy efficiency potential for the building. The TA study includes a detailed analysis of potential energy conservation measures (ECMs), including the use of solar and renewable energy resources and Energy Star products, which reports the specific costs, energy and dollar savings and payback periods obtainable from the installation of such measures. Examples would be replacement windows, lighting retrofits, HVAC control systems and solar water heaters. **This study will be funded through a 50/50 match of RETF funds and the participating institution funds.**

Energy Conservation Measures and Type of Work to be Performed

The schools will obtain the services of a, DC/MD/VA, licensed contractor to ensure the design, purchase and installation of Energy Conservation Measures recommended in the TA report.

Eligibility

This notice of grant availability is provided exclusively for the District of Columbia schools and universities. The building must be owned and utilities must be paid by the institution.

IEEP in DDOE Organization Structure

The Conservation Services Division (CSD) operates the IEEP.

IEEP Management

The Program Manager is responsible for the day-to-day operations of the IEEP. The Program Manager reports to the Division Chief.

Program Operation

This subsection outlines the operation of the IEEP:

Grantee Selection:

The CSD will issue a request for grant applications for eligible institutions, each program year, as funds become available. Based on the ranking of the application and availability of funds the institution's project will be selected for funding.

Prerequisites:

Institutions applying for TA grant must first complete a walk through energy analysis for each building for which TA funding is requested.

Operating and Maintenance Procedures (O&M):

TA applicants must implement all O&M changes identified in the energy analysis report; and ECM applicants must implement all O&Ms identified in the TA report as a condition for receiving grant funds. If there are applicable measures that cannot be implemented before submitting your application, adequate justification for not implementing these measures must be included in the application.

Service Provider Selection:

Program participants choose their own qualified professional engineer or engineer/architect team to conduct the TA study and their own general contractor to purchase and install the ECMs.

Cost of Preparing a Grant Application:

The cost of preparing a TA grant package is not reimbursable.

Application for Multi-Building Grants:

Your application may cover a number of buildings under the jurisdiction of one legal applicant. You must provide specific building information where required.

Matching Contributions:

All projects must include cost sharing in the form of matching cash or in-kind support from the participating institutions. DDOE will contribute fifty percent (50%) of the eligible study costs, up to \$24,000 for TAs.

DDOE Monitoring:

All selected institutions will be site-monitored annually. The Program Manager will monitor completed ECMs. Institutions that are not in compliance with the guidelines of the grant program will have to return all disbursed funds.

DDOE Inspection:

A DDOE inspector will notify the Program Management whether ECMs has been satisfactorily completed. In the case of unsatisfactory work performance, funds will not be

disbursed or funds will have to be returned, until all work is completed to the satisfaction of the DDOE.

Evaluation:

Evaluation of the program is based on the savings resulting from the work performed in order and from feedback, via surveys, received from program participants and non-participants. This determines the overall effectiveness of the program.

III: RESPONSIBILITIES OF PARTIES

Overview

The IEEP provide grants to conduct detailed Technical Assistance (TA) studies in public and private schools and universities located within the District of Columbia. The implementation for the IEEP will be through May 31, 2007. The Grantees must contract out the performance of the TAs. However, the grantee will be responsible for the work performed by contractors and payments due to their contractors and sub-contractors.

Grantees' Responsibilities

The Grantee understands that the only contact allowed for activities under the IEEP is the Program Manager, unless directed otherwise directed by the aforementioned. Contacts with other members of the DDOE staff or attempts to intercede or interfere with the orderly processing of IEEP and financial activities can result in the immediate termination of the contract. Further, twenty-five days from the day of Grantee request should be allowed for reimbursements.

- a. Grants funds and institutional matching funds must be expended as indicated in the grant award, unless approved in writing by the DDOE.
- b. All grantees must submit a final report within thirty days of the completion of projects included in the grant. All reports must have original signatures.

Technical Assistance Grantees must submit only a final report, which is composed of the following:

- i. Project Status Report
- ii. Financial Status Report.
- iii. TA Report and TA Summary
- iv. Request for Reimbursement (Copies of all invoices must be included).

DDOE Responsibilities

The DDOE shall:

- Facilitate timely payments, 25 days from the day of request, to the institutions.
- Advance the institutions 50% of the grant award and reimburse the remaining 50% of the award upon satisfactory completion of the project. All advances and reimbursements requests must have accompanying contracts or receipts.

IV: OTHER SPECIFICATIONS AND REQUIREMENTS

The Grantee is expected to comply with the following requirements:

Contracting and Subcontracting

The Grantee must contract out the TA study and will be responsible for the work performed by contractors and payments due to their contractors and sub-contractors.

Health and Safety

The Grantees are to ensure that contractors they hire comply with OSHA as applicable. The contractor costs to comply with OSHA requirements are to be a part of the bid price. In addition, the Grantee is expected to meet all requirements outlined in this Request for Grant Applications whether performed by its contractors or subcontractors.

Change in Procedures

Any and all changes in policies, procedures and practices will be in writing from the DDOE before it is to be considered by the Grantee as official.

V: COMPONENTS OF APPLICATION PACKAGE

The application package shall provide the following information:

- Technical Assistance Application Form
- Remarks
- Building Annual Energy Use Summary
- Budget Information
- Milestone Chart
- Maintenance & Operations Checklist
- Technical Assistance Certification
- Project Description
- Assurances

VI: EVALUATION CRITERIA

An evaluation committee will be established to review all completed applications received by the submission deadline and will recommend to the Director of the DDOE acceptance or rejection of the applicants for program participation.

The following criteria will be used to evaluate all applications:

Technical Assistance Grants

Applications for TAs shall be evaluated and ranked on a building-by-building basis in descending order on an energy savings percentage basis.

IEEP CYCLE _____ TECHNICAL ASSISTANCE EVALUATION FORM

Building _____

Rank No. _____

Sq. Ft. _____

Institution _____

\$ Requested _____

CRITERION	CRITERION SCALE	SCORE FACTOR	CRITERION SCORE
A. Energy Consumption (MBTU/SF/YR)	300 and over 200 to 299 100 to 199 50 to 99 49 and under	45 35 25 15 5	= _____
B. Potential O&M Energy Savings (MBTU/SF/YR)	50 and over 40 to 49 30 to 39 20 to 29 19 and under	25 20 15 10 5	= _____
C. Percentage Savings Potential (B÷A)	.40 and over .30 to .39 .20 to .29 .10 to .19 .09 and under	20 15 10 5 0	= _____
D. Annual Energy Cost (\$/SF/YR)	1.50 and over 1.00 to 1.49 .75 to .99 .50 to .74 .49 and under	10 8 6 4 2	= _____

**Total Score
(A+B+C+D):** _____

The Director of the DDOE reserves the right to make the final determination on recommendations by the evaluation committee. The allocation of grant amounts will be made by the IEEP Program Manager and is independent of the evaluation committee review process. By the submission of a grant application the applicant agrees that the Director of the DDOE is the final appeal authority for rejected proposals.

VII. APPLICATION PACKAGE

Applicants must assume all costs involved in the preparation and submission of the application. All applications submitted become the property of the District of Columbia Government.

Applicants must submit one original and one (1) copy of their application to DDOE and it must be in the physical possession of the DDOE no later than 4:45 p.m. on the date applications are due as identified in this solicitation. Applicants that do not fulfill this requirement will have their application returned. Failure of a delivery mechanism to meet this deadline is the sole responsibility of the applicant.

The application package of each applicant must be marked in the upper left corner with name and address of applicant. Deliver to the DDOE at the following address:

**IEEP Grant Applications
District Department of the Environment
Office of Energy
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
Attention: IEEP Manager**

A Pre-application Conference to answer questions will take place in the DDOE conference room at the address above.

VIII. AWARD OF FUNDS

Program funds will be awarded based on the ranking assigned to the application by the Evaluation Committee. An award letter will be sent to the selected institutions stating the amount of the award, the ratio in which the funds will be disbursed and the date by which that they must inform DDOE of their acceptance or rejection of the award, failure to respond by the specified date would be interpreted as a rejection of the award and our commitment to make the grant would be retracted and offered to the next highest ranked applicant.

In the event that other funds become available for the IEEP during the period of this agreement, the DDOE reserves the right to increase the award amount, or reduce the award if program source funding is reduced for any of the selected institutions without the re-issuance of this application request.

An application conference to answer questions will take place in the DDOE Conference Room as noted earlier in this solicitation. All prospective applicants should attend and ask any questions pertaining to this Request for Grant Applications.

X: GRANT PAYMENT PROCEDURES

Payment under the Institutional Energy Efficiency Program for advance or reimbursement of grant funds will be made by DDOE. Grantees should allow twenty-five days for the receipt of requested funds.

In order to receive grant funds for your TA projects, you must submit a letter requesting either an advance or reimbursement and invoices or contracts to support the amount being requested to:

**IEEP Grant Applications
District Department of the Environment
Office of Energy
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
Attention: IEEP Manager**

Request for Advance or Reimbursement

- Allow twenty-five days for the receipt of requested funds.
- Advances. Grantees are expected to use funds within 30 days of their receipt.
- Reimbursements. Requests for reimbursement should be clearly related to accompanying receipts. To accomplish this grantees should include the invoices and indicate in a separate column their payments to the contractors and they amounts that they are requesting DDOE to amounts reimburse.
- To return unexpended grant funds, include a check payable to the D.C. Treasury/District Department of Environment